



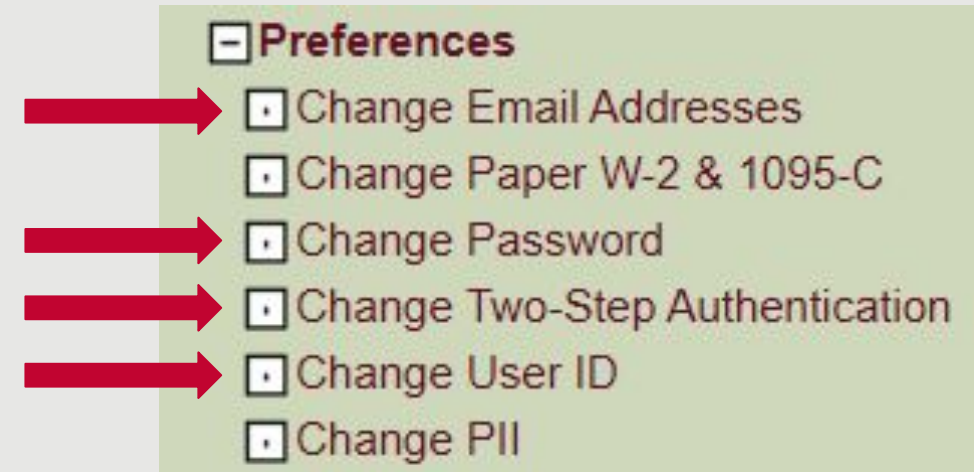
Question and Answer Session:

- Benefits During Separation
- General Retirement & VERA

Employee Services and Benefits (ESB)
Human Capital and Talent Management (HCTM)

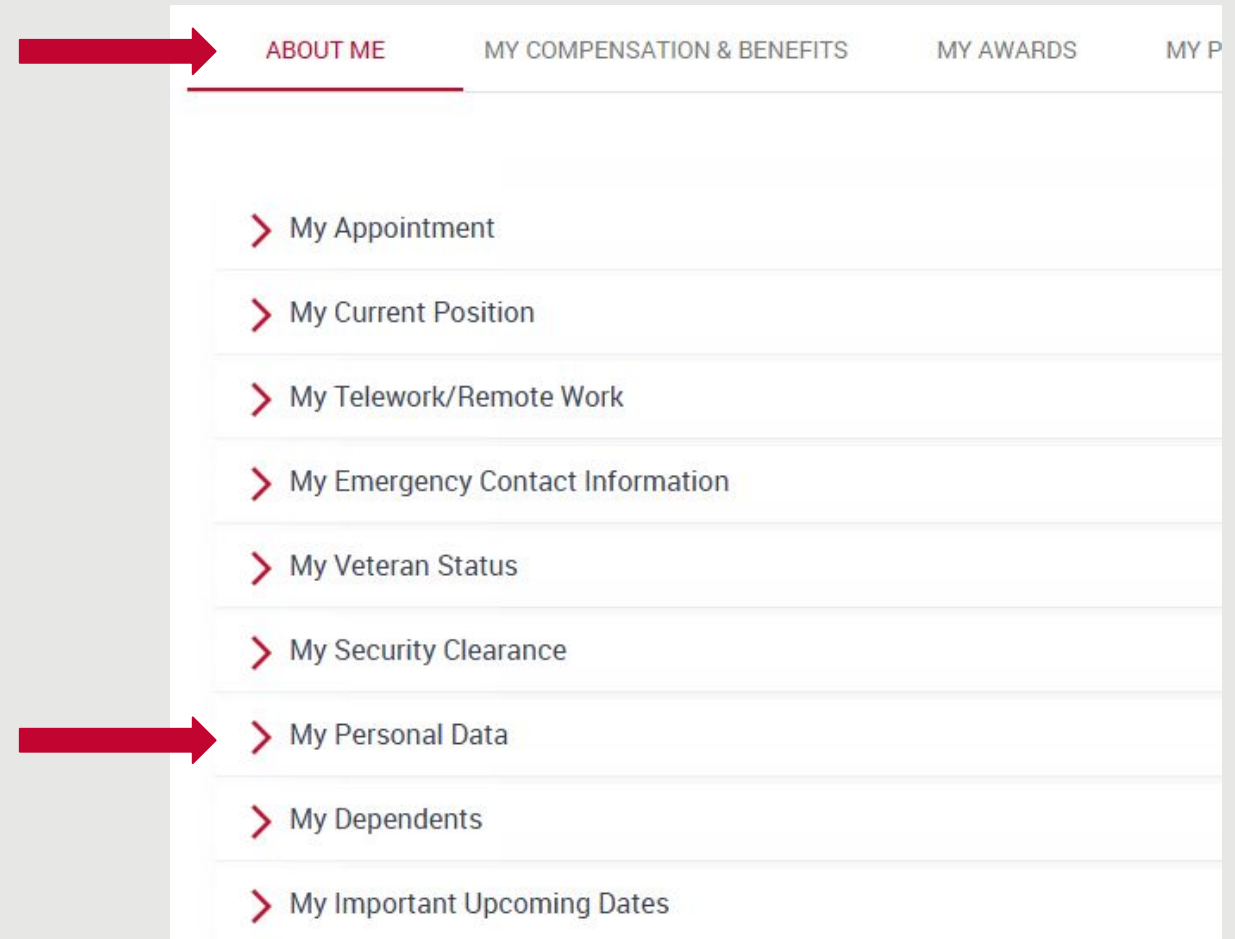
UPDATE YOUR EPP PREFERENCES

- Log into EPP: <https://www.nfc.usda.gov/EPPS>
- Left side column, select “Preferences”
- Things to review/update:
 - Confirm/update personal email address
 - Review your User ID
 - Update your password as needed
 - Update your Two-Step Authentication



UPDATE LAUNCHPAD PERSONAL CONTACT INFO

1. Go to <https://usaiditsm.servicenowservices.com/launchpad?id=profile>
2. In the “About Me” tab, select the “My Personal Data” section
3. Click “Edit” to make your changes
4. Click “Save”



DOWNLOAD YOUR eOPF

1. Go to <https://eopf.opm.gov/usaaid> (you must be on the network)
2. Select “My eOPF” in left column (you may not see all column options from image)
3. Check “Select All”
4. Click “Print Single Sided”

The screenshot shows the 'My eOPF - Print Folder' interface. On the left, a vertical menu contains several options: 'My eOPF', 'Search eOPF', 'Folder Review', 'Import', 'My Profile', 'Create SF75', 'Print Folder', 'Print Status', 'Batch Print', and 'Logout'. A red arrow points to the 'My eOPF' option. The main content area has a title 'My eOPF - Print Folder :'. Below the title, there is a text box for 'Name:' and a 'Total Document Count: 23'. A section titled 'Select Folder Side(s):' contains a checkbox for 'Select All' and several other checkboxes: 'Awards', 'Training', 'Performance', 'Cancellation', 'Permanent', 'Overseas', and 'Temporary'. A red arrow points to the 'Select All' checkbox. At the bottom of the interface, there are two buttons: 'Print Single Sided' and 'Print Double Sided'. A red arrow points to the 'Print Single Sided' button. A large red arrow also points downwards from the top of the page towards the 'Select All' checkbox.

DOWNLOAD YOUR eOPF (continued)

5. Click on the “My eOPF Print Status”
6. WAIT until the request is processed (may take minutes or hours depending on size of file and system demand)
7. Click “View” and download to your computer
8. Password will be YOUR last name and the “Request ID” (example: Smith58398)

My eOPF | My eOPF Search | My eOPF Print Folder | **My eOPF Print Status**

My eOPF - Print Status :

Print requests are processed periodically in the order they were requested.
Click on the Refresh button to update the page with the latest print status information.
Please wait a few minutes between refreshing the page to give the print services time to process your request(s).
All dates and times displayed below are based on local (macon,ga) server time. The current server time is: 2/11/2025 9:41:24 AM

Click on the View link found in each row of the results table to view a successfully processed print request.

Print requests are password protected. The password is the combination of the requesting user's last name and the print job's Request ID number. For example if "John Smith" submits Print Request "204" then the password to view that PDF is "Smith204" (only the first letter of the last name is capitalized).

Click on the Delete link found in each row of the results table containing a print request to DELETE the print request.

[Refresh](#)

Request Id / Part Number	Request Date	Processed Date	Page Count	Action
58398 / 1	2/11/2025 9:38:05 AM	2/11/2025 9:40:53 AM	56	View Delete

GRB LIMITATIONS

- If you have not completed a Service History with ESB in the past, estimates may not be accurate
- Please use any GRB estimates with caution
- Requests to update retirement SCDs are not being actioned, please delete your request in LaunchPad
- If you are not eligible for early (VERA) or discontinued retirement, you cannot use GRB to run estimates
- Once systems access is disabled, you will not be able to utilize GRB or any of the resource materials in this system

RETIREMENT ELIGIBILITY

	Federal Employees Retirement System (FERS)	Foreign Service Pension System (FSPS)
Voluntary Retirement	<ul style="list-style-type: none">● Minimum retirement age (MRA) with 30 years of service● Age 60 with 20 years of service● Age 62 with at least 5 years of service	<ul style="list-style-type: none">● Age 50 with 20 years of creditable service <p>** Must have at least 5 years of time with Foreign Service</p>
Mandatory Retirement	Not applicable	<ul style="list-style-type: none">● Age 65 with 5 years of creditable service <p>** Must have at least 5 years of time with Foreign Service</p>

VERA ELIGIBILITY

- Voluntary Early Retirement Authority (VERA)
- Must meet ALL of the following eligibility requirements:
 - Meet the minimum age and service requirements
 - At least age 50 with at least 20 years creditable Federal service, OR
 - Any age with at least 25 years creditable Federal service
 - **(FSOs ONLY)** Must have 5 years of coverage under the Foreign Service Pension system as part of creditable federal service
 - Must elect to participate in the deferred resignation program
 - Must reach eligibility AND separate by December 31, 2025

BENEFITS/RETIREMENT SERVICES AND EXPECTATIONS

- Priority Services
 - Qualifying life event benefits processing
 - Retirement applications
- Help Us, Help You
 - Do not open multiple cases for the same request
 - Do not email, Google Chat, or call ESB team members directly
 - Read for understanding and follow all instructions exactly as provided
 - Recognize we have over 4,000 direct hires whose issue is just as important and impactful as yours